

Battery Checkout Procedure

To check out a battery:

1. Use the cable and "BMSStatusChecker" script on the USB drive to check battery state of charge.
2. Write down initial state of charge, date/time, and name on the checkout sheet under correct battery number
3. If any batteries have gone longer than a week without an entry, check state of charge. If <50%, plug in to charger

To return a battery:

1. Use the cable and "BMSStatusChecker" script on the USB drive to check battery state of charge.
2. Write down final state of charge, date/time on the checkout sheet next to the checkout entry
3. If the battery has <50% charge, plug it into the charger and mark the appropriate box on the checkout sheet

Battery Storage Procedure

This procedure is for batteries intended to be stored long-term. Batteries are to be stored in the steel drums they shipped in, 2 batteries per drum. Lock each drum with a zip-tie.

Every 2 weeks:

- Check one battery in storage. If the zip tie has been removed from any drum, check all batteries in the drum.
- If battery charge is <50%, charge all batteries in the drum. To expedite the process, just charge the batteries until they are 80-90% full and are in the constant voltage section of the charge profile
- Remove batteries after the light turns solid yellow
- Fill out the battery status sheet
- Re-zip tie the storage drums